



About Harvest Manitoba

Harvest Manitoba (“Harvest”) is a charitable organization dedicated to nourishing our communities and our sense of community so that no Manitoban goes hungry. We receive 11 million pounds of food every year, which is sorted and packed largely by volunteers into Harvest Hampers and distributed to Manitobans through our Community Food Network of more than 325 food banks and agencies in Winnipeg, rural, northern and First Nations communities. Right now, we feed 80,000 Manitobans every month, 46% children. Our Food Distribution Centre, which includes our Emergency Food Support Assistance Line and Warehouse, is in our Winnipeg Headquarters.

Mission

*Working together
towards a healthier
future for all where no
Manitoban goes
hungry*

Training Associate
Full Time, 12-month term
Salary \$15.50-\$18.75 per Hour

Harvest Manitoba is an outstanding place with employees that care greatly about the work that we do and the people that we work with and serve.

We are seeking a dedicated full-time term Training Associate that will work well with our team and will coordinate and facilitate our warehouse training program. The Training Associate will lead the day-to-day activities of the trainees and facilitate the different learning sessions to teach warehousing skills. They will manage the scheduling of trainees, instructors, work experience placements and post-graduation follow-up.

REPORTS TO: Director of People and Programs

RESPONSIBILITIES:

- Employ appropriate teaching and learning strategies to communicate subject matter to participants
- Modify, where appropriate, instructional methods and strategies to meet diverse participants’ needs
- Contribute to the selection and development of instructional material in accordance with course objectives
- Conduct outreach to potential trainees, partner agencies, employers, and the community to promote training programs
- Ensure effective ongoing delivery of training programs
- Evaluate student performance fairly and consistently and return participant work promptly to promote maximum learning
- Develop and track measurable outcomes of training programs. This includes follow-up with trainees at appropriate intervals to assess progress and record outcomes.
- Develop community network and outreach to potential work experience placements and employers
- Support the department to recruit, train, schedule, and manage performance of volunteers
- Perform other duties as assigned
- As a member of the Harvest CREW, support the team however needed to ensure operational needs are being met.



1085 Winnipeg Ave., Winnipeg, Manitoba R3E 0S2
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QUALIFICATIONS:

- Ability to work/excel in a fast-paced environment where attention to detail and effective multi-tasking is essential.
- Two to five years' experience in training, including previous experience in facilitation and/or program development. Warehouse experience an asset.
- University degree in a related field of study considered an asset, though an equivalent combination of experience and education will be considered.
- Experience with project management
- Exceptional interpersonal and communication skills, both written and verbal
- Professional presence, with a positive attitude and self-starter, the ability to multi-task and prioritize workload
- Highly organized and efficient in time management, detail oriented, accurate and efficient
- Proven ability to network with community resources, build relationships and gather resources to help support trainees
- Proficient in MS Office (Outlook/Word/PowerPoint/Excel)
- Ability to work with a wide variety of people.
- Knowledge of food-security and poverty issues (an asset)
- Intercultural competences
- A strong belief in the dignity of all human beings and a positive and caring approach.
- Ability to pass a criminal background check and child abuse registry check. Must have a valid MB driver's license and a clean driver's abstract.
- Ability to lift, push, pull a minimum of 50 lbs., sit, and stand for extended periods of time.

Evening and weekend shifts will be required as business levels dictate.

To learn more about this opportunity, visit: <https://www.harvestmanitoba.ca/about-us/join-our-crew/>

Apply by email with your resume and cover letter at: hr@harvestmanitoba.ca

We thank all candidates for their interest; however only those selected for an interview will be contacted.



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